

All Grades and Content Areas

TEST ADMINISTRATION MANUAL



Spring 2018

Wisconsin Forward Exam

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Overview

PURPOSE OF THIS MANUAL

This document is designed to help Test Administrators/Proctors (TAs) administer the Wisconsin Forward Exam in a uniform manner that is essential for the integrity of this testing program. Following the instructions in this manual ensures similar testing conditions in all classrooms, which ensures a valid and equitable test for all students.

To ensure smooth implementation of the testing program, everyone who interacts with the assessments must work together and become familiar with the contents of this Test Administration Manual (TAM) and other test administration materials, available on the Forward Exam Resources website, paying careful attention to details.

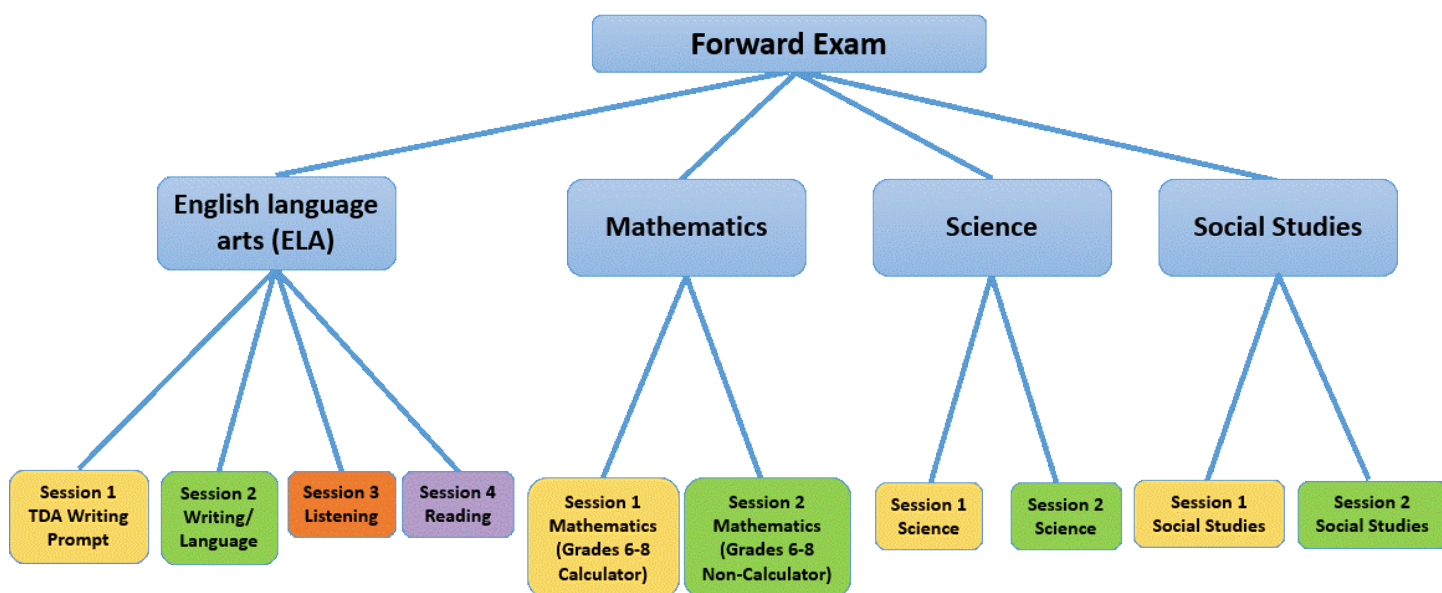
ABOUT THE FORWARD EXAM

The Wisconsin Forward Exam will be used to gauge how well students are mastering the Wisconsin Academic Standards in English language arts (ELA), mathematics, science, and social studies.

Wisconsin students will take the Forward Exam at:

- grades 3-8 in English language arts (ELA) and mathematics,
- grades 4 and 8 in science, and
- grades 4, 8, and 10 in social studies.

Graphic Overview of the Forward Exam



Contact Information

FORWARD EXAM CUSTOMER SERVICE

Customer service representatives will be available to receive questions via a toll-free phone number and e-mail.

<p>Wisconsin Forward Exams Support (800) 459-6530 WIHelpDesk@datarecognitioncorp.com</p>
<p>Support Line Hours: M-F 7:00 AM Central – 5:00 PM Central</p>

DEPARTMENT OF PUBLIC INSTRUCTION CONTACTS

For Forward Exam questions related to Wisconsin policies use the following information:

General Forward Exam Information and Policies

Alison O'Hara

- Phone: (608) 266-5182
Email: alison.o'hara@dpi.wi.gov

Jennifer Teasdale

- Phone: (608) 266-5193
Email: jennifer.teasdale@dpi.wi.gov

Data, Student Demographics, and Privacy Issues

Phil Cranley

- Phone: (608) 266-9798
Email: philip.cranley@dpi.wi.gov

Test Security Issues

Duane Dorn

- Phone: (608) 267-1069
Email: duane.dorn@dpi.wi.gov

Key Dates

Event	Date
<i>Accessibility Guide and Training available</i>	October 30, 2017
<i>Forward Exam TDA Item Samplers</i>	September 22, 2017
<i>Test Security Manual</i>	November 20, 2017
<i>Forward Exam Item Samplers (PDFs)</i>	November 28, 2017
<i>Forward Exam Item Samplers (Online)</i>	December 11, 2017
<i>Test Security Training available</i>	December 20, 2017
<i>Test Administration Training available</i>	January 22, 2018
<i>Student Tutorials available</i>	February 12, 2018
<i>Administrator Tutorials available</i>	February 12, 2018
<i>Online Tools Training available</i>	February 12, 2018
<i>Managing Students and Testing in eDIRECT Guide available</i>	February 12, 2018
<i>Optional Add Accessibility Features Window in eDIRECT</i>	February 12 – 23, 2018
<i>Assign Individual Student Designated Supports and Accommodations in eDIRECT</i>	Beginning March 5, 2018
Forward Exam Testing Window	March 19 – May 4, 2018
<i>User's Guide to Interpreting Results available</i>	June 14, 2018
<i>Individual Student Reports (ISRs) and Summary Data available in eDIRECT</i>	June 22, 2018
<i>Hard copies of Individual Student Reports (ISRs) sent to districts</i>	July 23, 2018
<i>Public Reports available in WISEdash</i>	TBD

Role and Responsibilities

WHO MAY PROCTOR THE FORWARD EXAM?

Test Administrators/Proctors (TAs) are trained staff (including administrators, teachers, and paraprofessionals) who are employed by the school or district. This may also include student teachers who normally have responsibility for supervising students. Parent volunteers are **not** allowed to proctor the examination. School personnel who are parents or guardians are **not** allowed to proctor their own children.

Prior to administering the Forward Exam TAs should:

- Read and become familiar with the information in this manual.
- View appropriate Forward Exam training modules including the Test Administration Training.
- Read the Forward Exam *Accessibility Guide* and become familiar with the proper use of universal tools, designated supports, and accommodations.
- Read the Test Security Manual and view the Forward Exam Test Security Training.

TIPS:

As a general rule, one proctor for every 15 students is recommended.

A second staff member to provide assistance for log in and technical issues during testing is suggested.

TA RESPONSIBILITIES:

TAs are responsible for the overall administration of the Forward Exam. This includes (but is not limited to):

- Arranging the test environment
- Distributing and collecting test tickets
- Assisting students with log in and other technical issues
- Ensuring all supports and accommodations are provided to all students who should have them
- Providing directions to students and making sure students stay on task
- Ensuring all students in their classrooms take the Forward Exam
- Monitoring students during testing
- Maintaining the security of the exam by:
 - reporting any testing irregularities (cheating, use of an accommodation or support student should not have had, misadministration, etc.)
 - ensuring students are not using prohibited electronic devices
 - supervising students during breaks
 - preventing talking and sharing of answers

TA CHECKLIST:

See Appendix A for a Test Administrator/Proctor checklist

Test Times and Schedules

CREATING YOUR TEST SCHEDULE

Given the variety of conditions at each school, it is not possible to provide one ideal testing schedule that can be implemented in every setting. In planning your testing schedule, consider the facilities, resources, and daily schedules of your school, as well as the ability to conduct the testing in a manner that will encourage and allow for student success. Sample test schedules are available in Appendix B.

Administering Make-ups

Students who are absent for one or more sessions should take the remaining sessions with the rest of the class. Make-ups for missed sessions (or for students who may need extra time to complete a session) should be scheduled for a later time.

Every attempt should be made to administer make-up tests to any students who miss one or more of the scheduled test sessions. Scheduling of make-up sessions must be coordinated with the School Assessment Coordinator (SAC) to eliminate conflicts and ensure that the students will be taking the make-up tests under the same conditions as the other students.

Back-up Plans

When creating your testing schedule be sure to include a contingency or back up plan. When administering online tests, technical issues may arise from time-to-time. It is strongly recommended that districts have a plan for students and educators if a situation occurs. Removing students from a testing situation that is not functioning and returning them to their regular schedule is recommended to keep frustration levels low. Building days into your testing schedule for these situations ensures you have plenty of time to test all of your students.

ELA Text Dependent Analysis (TDA) Session

The TDA is a text-based analysis, based on a single passage or a multiple passage set that each student reads during the assessment. In order to successfully answer a TDA, students must analyze and use information from the passage(s) in order to plan a comprehensive response. Students' responses are scored using a rubric which takes into account the draft format of the writing and looks at both the composition and the conventions of the student's writing. The TDA should be administered first thing in

TEST SCHEDULES:

Sample test schedules are possible schedules. You may adjust the number and length of sessions administered per day to fit your school's needs. The content areas may be scheduled in the order the school deems necessary.

CONTENT AREA ORDER:

You may administer the content areas and the sessions within, in any order that works for your schedule with the exception of the TDA. The **TDA should be given first thing in the morning and must be completed in one sitting** – students are not permitted to go back into the TDA after a break of more than 20 minutes or the next day.

TIP:

You may administer more than one grade level and content area in a single make-up session. Ensure each student in the make-up session is read the appropriate test directions for their grade and content level.

the morning and **must be completed in one sitting** – students are not permitted to go back into the TDA after a break of more than 20 minutes (lunch etc.) or return to it the next day.

Test Times

The Forward Exam is an untimed test. The following are average student testing times for the Forward Exam. As these are actual average test times it is important to remember that many students will take more time or less time to complete the test. These times are provided only as a guide to assist with scheduling. To view a breakdown of estimated time by content area and session refer to Appendix C: Forward Exam Test Times. Please use your professional judgement about when to call an end to a student's testing.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	130	90	NA	NA
4	130	90	110	90
5	130	90	NA	NA
6	130	105	NA	NA
7	130	105	NA	NA
8	130	110	110	90
10	NA	NA	NA	90

Test Security

IMPORTANCE OF TEST SECURITY

The security of the assessment and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All Forward Exam items are secure and must be handled appropriately. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any irregularity in test administration must be reported to DPI as a test security incident. If the reliability or validity of a test is compromised, the test scores of individual students or entire classes may be invalidated, and other disciplinary actions may be taken.

WHO IS RESPONSIBLE FOR TEST SECURITY?

Everyone who works with the assessments, communicates test results, and/or receives testing information is responsible for test security. This includes, but is not limited to:

- Department of Public Instruction (DPI) Staff
- District Administrators
- District Assessment Coordinators (DACs)
- School Assessment Coordinators (SACs)
- District Technology Coordinators (DTCs)
- School Technology Coordinators (STCs)
- Teachers, Test Administrators, Proctors (TAs)
- Students, parents, and the community at large
- Certified and non-certified public school staff
- Cooperative Educational Service Agencies (CESAs) staff

CELL PHONES/SMARTWATCHES:

Unauthorized electronic devices are prohibited during testing. This includes all devices with cellular, messaging, or wireless capabilities.

IMPORTANT:

For test security purposes, devices used for the Forward Exam must be district owned.

DACs and SACs are responsible for training staff on the importance of and policies regarding test security.

SECURITY THROUGH-OUT THE TESTING PROCESS

Test security incidents are behaviors prohibited before, during, and after test administration because they give a student an unfair advantage or because they compromise the secure administration of the assessment and items. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident.

Process to Report Test Security Incidents

School or district staff must immediately report all incidents of test administration irregularities to the DAC and to the DPI Office of Student Assessment (OSA). The report of an incident may be submitted to OSA by telephone, fax, letter, e-mail, or by submitting an Incident Report Form, available on the [Forward Exam Test Security webpage](#).

Because the validity and reliability of the examinations rests with the DPI, OSA will ultimately determine whether the irregularity should be declared a testing violation, and whether the Forward Exam results should be invalidated, and at what level. This may impact the determination of school and district accountability.

Consequences of Test Security Incidents

Consequences of violations may include invalidation of student test results and could result in civil legal liability for copyright violations. At either the school or district level, a test violation could result in the loss of a year's test results for the grade(s) and subject(s) affected by the test irregularity. There will be no opportunity to retest. When test results are invalidated, the student(s) do not receive test results for those content areas. The school district is responsible for explaining this to a student's parents.

Disciplinary measures for educators and school staff should be determined by local school board policy. Depending on the severity of the test security violations, examples of disciplinary measures might include a written reprimand, suspension, or termination of contract. The DPI may also take disciplinary actions against department-licensed individuals.

Test security breaches involving student cheating can result in an unfair advantage for that student and compromise the validity of the standardized test. The tests for such students should be invalidated in that content area. Disciplinary measures for students are handled at the school or district level.

For more information about test security, see the [Test Security Manual](#) and [Forward Exam Test Security Training](#).

Accessibility Information

State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English learners (ELs). The [Accessibility Guide](#) provides information for educators to use in selecting and administering universal tools, designated supports, and accommodations for students who need them. Students who are provided with an inappropriate support or accommodation, or are not provided with the appropriate support or accommodation, may have their test invalidated due to misadministration.

UNIVERSAL TOOLS

Universal tools are accessibility features that are available to all students based on student preference and selection. With the exception of graph paper, all universal tools are provided as digitally-delivered components of the test administration system or (embedded). (Examples: highlighter, cross-off tool)

DESIGNATED SUPPORTS

Designated supports are those features that are available for use by any student for whom the need has been indicated by an educator or team of educators (with parent/guardian and student input as appropriate). They are either provided as digitally-delivered components of the test administration system or separate from it (embedded or non-embedded). All designated supports must be entered into eDIRECT prior to printing test tickets and test administration. All designated supports will appear on student test tickets. (Examples: reverse contrast, noise buffers)

IMPORTANT:

All designated supports and accommodations must be entered into eDIRECT prior to printing test tickets.

ACCOMMODATIONS

Accommodations are changes in procedures or materials that increase equitable access but do not compromise the grade level standard or intended outcome of the assessment. Accommodations are available for students for whom there is a documentation of the need in the Individualized Education Program (IEP) or 504 accommodation plan. Accommodations are either provided as digitally delivered components of the test administration system or separate from it (embedded or non-embedded). All accommodations must be entered into eDIRECT prior to printing test tickets and test administration. All accommodations will appear on student test tickets. (Examples: Video Sign Language, Braille).

IMPORTANT:

Video sign language (VSL), print-on-demand, and listening script accommodations must be preapproved by DPI and selected within each student's eDIRECT accessibility settings to ensure the correct form of the test is delivered within the online system. The accommodation code must appear on the test ticket prior to testing.

ADMINISTRATION OF THE BRAILLE VERSION OF THE FORWARD EXAM

Hard copy braille versions of the Forward Exam will be available for students in Unified English Braille (UEB). Braille test forms may be ordered online via eDIRECT (additional materials tab) until April 20, 2018. Braille testing materials are packaged by building and shipped to the district's office address (or the shipping address indicated by the district during the registration process). Student responses must be transcribed into the online testing system from the braille books by a scribe. Once the transcribing is complete, all braille test materials must be collected and returned to DRC for processing and storage.

Prior to Testing with the Braille Version of Forward Exam

1. In eDIRECT Test Setup, ensure that the student has been assigned the braille accommodation.
2. Retain the test ticket rather than distributing it to the student. (Do not print the test ticket until the braille accommodation has been assigned.) Check to make sure the test ticket indicates "BRL" next to "Accommodations."
3. Be sure to refer to any additional directions included with the Braille Materials package.

During Administration of the Braille Version of the Forward Exam

The TA should log in to the student's online test (using the student's test ticket) while the student is testing using the braille materials. This will allow the proctor to follow along with the student and the student will need access to the listening passages in ELA session 3 which are only available via the online system.

Transcription of the Braille Version of Forward Exam

Student responses must be transcribed from the braille version of the exam into the online testing system. Without this step the student's test cannot be scored. Follow these steps to transcribe student answers:

There are two methods of transcribing answers for the student:

- The TA may follow along with the student and enter the student's responses immediately into the online system if the student is comfortable with that, or
- After the student has completed the braille version of the test, the TA uses the student's test ticket to log into the student's test and then transcribes the student's responses from the braille book to the online test.

Once finished transcribing, select "End Test" and "Submit". The TA should then return the Braille test materials to the DAC/SAC to be sent back to DRC.

Return Forward Exam Braille and Printed Materials to DRC

All braille versions of the Forward Exam and printed test books must be returned via secure shipment to DRC (UPS). DRC is responsible for all return shipping costs for the braille and printed test books. The DAC must use the shipping return labels and *Braille Materials Return Instructions* that were provided in the original braille testing materials shipping box. The DAC must make shipping arrangements at least 24 hours in advance of package pickup.

ADMINISTRATION OF THE PRINT-ON-DEMAND ACCOMMODATION

What is the Print-on-Demand Accommodation?

The print-on-demand accommodation is intended for those extremely rare instances (e.g., photosensitive epilepsy) where a student's condition prevents him or her from accessing material online. Access to printed items/stimuli **should not** be assigned based solely on a student's or schools personal preference. The decision to allow this accommodation must be based on each individual student's need and documented in a student's IEP or 504 Plan. There are emergency circumstances in which medical documentation in acceptable (i.e. concussion with no screen time permitted).

IMPORTANT:

If the questions on the accommodated form (print-on-demand, listening script, braille) and the questions in the online testing system are not in sync you need to go into the student's accessibility settings and select the print-on-demand, listening script, or Braille accommodation. Contact DPI for further instructions.

Request Print-on-Demand

While most of the accommodations can just be set in eDIRECT, there is a special protocol for requesting a print-on-demand accommodation. If a student requires print-on-demand, the DAC must submit a Request for *Print-on-Demand Accommodation Approval Form* located at <http://dpi.wi.gov/assessment/forward/forms>. After receiving the request, DPI will review and, if approved, activate the process. If the accommodation is denied you will receive an email notification from DPI.

If approved:

- You will receive email notification from DPI that the accommodation is approved. This email will ask for additional information that the Office of Student Assessment (OSA) needs to process the accommodation.
- The day prior to the first test session scheduled for the student, your DAC will receive a secure file transfer containing the print-on-demand form. The form may not be emailed. The DAC must print and deliver the form to the individual administering the test. The form must be deleted from the computer immediately after printing.
- The print-on-demand form must be kept secure at all times, before, during, and after testing.

Prior to Testing with Print-on-Demand

- In eDIRECT Test Setup, ensure that the student has been assigned the print-on-demand accommodation.
- Print the student's test ticket. Retain the test ticket rather than distributing it to the student. (Do not print the test ticket until the print-on-demand accommodation has been assigned.) Check to make sure the test ticket indicates "POD" next to "Accommodations."

Testing with Print-on-Demand

- The TA should log in to the student's online test (using the student's test ticket) while the student is testing using the print-on-demand materials. This will allow the TA to follow along with the student. In addition, the student will need access to the listening passages in ELA session 3 which are only available via the online system.
- There are two methods of transcribing answers for the student:

- The TA may follow along with the student and enter the student's responses immediately into the online system if the student is comfortable with that, or
- After the student has completed the print-on-demand test, the TA uses the student's test ticket to log into the student's test and then transcribes the student's responses from the print-on-demand test book to the online test.
- Once finished transcribing, select "End Test" and "Submit". The TA should then return the print-on-demand test materials to the DAC/SAC to be securely destroyed.
- After securely destroying the materials the DAC must complete a *Confirmation of Destruction Form* and return it to DPI.

ADMINISTRATION OF THE FORWARD EXAM USING THE LISTENING SCRIPTS

What is the listening Script Accommodation?

Printable listening scripts of the audio presentations in ELA session 3 are provided for use by a qualified human reader. Listening scripts may be provided to test administrators working with students who are deaf or hard of hearing who are unable to access the embedded listening passages via the embedded audio, closed captioning, or video sign language. This accommodation would be for a student that would need the test administrator to read the listening passages aloud to the student, allowing the student to view the test administrators' face so the student may lip read. The decision to allow this accommodation **must be** based on each individual student's need and documented in a student's IEP or 504 Plan.

Request the Listening Script Accommodation

While most accommodations can just be set in eDIRECT, there is a special protocol for requesting the listening scripts accommodation. If a student requires listening scripts, the DAC must submit a request via the *Listening Script Accommodation Approval Form* located at: <http://dpi.wi.gov/assessment/forms>. After receiving the request, DPI will review and if approved, activate the process.

If approved:

- You will receive email notification from DPI that the accommodation is approved. This email will ask for additional information that the OSA needs to process the accommodation.
- The day prior to the first test session scheduled for the student, your DAC will receive a secure file transfer containing the listening script. The script may not be emailed. The script must be printed and delivered to the Test Administrator. The listening script must be deleted from the computer immediately after printing.
- The listening script must be kept secure at all times, before, during, and after testing.

Prior to Testing with Listening Script

- In eDIRECT Test Setup, ensure that the student has been assigned the listening script accommodation.
- Print the student's test ticket. Retain the test ticket rather than distributing it to the student. (Do not print the test ticket until the listening script accommodation has been assigned.) Check to make sure the test ticket indicates "LS" next to "Accommodations."

Testing with Listening Script

- The student should log in to the online test using their test ticket. The TA reads the listening passage aloud to the student, allowing the student to view the test administrators' face so the student may lip read. The student may have the script read to them as many times as needed. The student is not permitted to read the listening script.
- The student should then answer the accompanying questions in the online testing system.
- When finished using the listening script, the TA should return the listening script materials to the DAC/SAC to be securely destroyed.
- After secure destruction of the listening script materials the DAC must complete a *Confirmation of Destruction Form* and return it to DPI.

ASSISTIVE TECHNOLOGY DEVICES

Any assistive technology device needed by a student to access the online test, (as part of an IEP or 504 plan) should be checked for compatibility with the online testing system prior to the day of testing. If assistance is needed, please contact the DRC helpdesk. Only assistive technology devices that are allowable on the Forward Exam may be used. Refer to the *Accessibility Guide* for more information.

ACCESSIBILITY RESOURCES

All accessibility resources are available on the Forward Exam Accommodations and Supports webpage: <https://dpi.wi.gov/assessment/forward/accommodations>.

Resource	Description
Accessibility Guide	Provides information about the universal tools available to all students, and the designated supports and accommodations that are available for those students who need them during the administration of the Forward Exam. The guide includes descriptions of each accessibility feature and guidelines for their use.
Accessibility Training Video	Provides information about accommodations and designated supports for the Forward Exam, including their descriptions and policies for use. This video may be used for training school and district staff on accessibility features.
Multiplication Table	This resource is a non-embedded accommodation available of for students that have it in their IEP or 504 plan for grades 4-8 mathematics.
Read Aloud Guidelines	Outlines the qualifications, guidelines, and procedures required for a test reader. The test reader must sign the <i>Read Aloud Agreement to Maintain Security and Confidentiality</i> prior to test administration. Completed agreement forms should be retained by the DAC/SAC.
Scribing Guidelines	Outlines the qualifications, guidelines, and procedures required when using a scribe.
Translator/Interpreter Guidelines	Outlines the qualifications, guidelines, and procedures required when using an interpreter.

Before Testing

STAFF PREPARATION

Administrator Tutorials

The Administrator Tutorial videos are a supplement to this Test Administration Manual and the *Managing Students and Testing in eDIRECT* guide. The videos provide step-by-step instructions on how to use some accessibility features, and how to complete tasks in eDIRECT. Viewing the tutorials is not a requirement, as they were designed to be an additional method for schools and districts to obtain information. There are four tutorials that are useful for all TAs to watch before administering the exam. These tutorials show how to use the video sign language accommodation, the text-to-speech designated support and accommodation, the stacked Spanish translation designated support, and the color choices and masking designated supports.

Administrator tutorials can be accessed one of two ways:

- by visiting <https://dpi.wi.gov/assessment/forward/sample-items> and following the Administrator Tutorials link, then clicking on DRC INSIGHT Online Assessment Tutorials, then selecting administrator tutorials, or
- by launching the INSIGHT app on your device and clicking on DRC INSIGHT Online Assessment Tutorials, then selecting administrator tutorials.



Note that the administrator tutorials do not provide guidance on *when* to use accessibility features. Refer to the *Accessibility Guide* for guidance on assigning accessibility features appropriately.

Check Your Testing Materials

Check to be sure you have the following materials prior to the start of testing:

- Test Administration Manual (hard copy or online)
- “Testing – Do not Disturb” Sign
- “Unauthorized electronic devices and cell phones/smartwatches are not allowed in the testing environment” Sign
- Any allowable assistive technology devices required by students to take the Forward Exam
- A list of students who need designated supports and accommodations. This helps ensure all students who need an accessibility feature receive it.
- Test Tickets
- Contact information for you school technology staff, school assessment coordinator, and district assessment coordinator

Additional Testing Materials

All students will need access to a district-owned device with INSIGHT (secure browser) installed. In addition to a computer, all students will need some additional resources. TAs are responsible for ensuring all students have access to the appropriate resources listed in the table below.

CALCULATORS:

Students may only use the online calculator provided in the assessment for calculator-allowed items. Students with visual impairments who are unable to access the online calculator provided in the assessment will be permitted to use the calculator that they typically use, such as a braille calculator, for calculator-allowed items. [Please refer to the Accessibility Guide for more information.](#)

MEASURING DEVICES:

Students may only use the online protractor and ruler that are provided as embedded tools in the assessment.

Device	Description
Headphones/Earphones	Headphones are required for : <ul style="list-style-type: none"> • ALL students for the Listening session of ELA, and • any student needing Text-to-Speech.
Keyboard	A physical keyboard is required to avoid consuming screen space.
Pointing Device	Mouse, touch screen, touchpad, or stylus is required
Scratch Paper	Required resource for all students in all content areas. Scratch paper must be collected and securely disposed of immediately after testing session.

<p>Graph Paper</p>	<p>Optional resource for students in grades 6-8. Graph paper must be collected and securely disposed of immediately after testing session. The graph paper should be plain graph paper and must also be free of axis lines, points, numbers, and/or letters. Graph paper is provided for students to create organized sketches of points, lines, and/or shapes to solve problems in grades 6-8.</p> <p>There is no need for a consistent requirement in graph paper size; however, the recommendation is the 1/4 inch graph paper.</p>
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PREPARING THE TESTING ENVIRONMENT

Testing conditions should be comfortable for all students. SACs and TAs should complete the following:

- Remove or cover all instructional materials on walls and desks that might assist students in answering questions, including information on bulletin boards, chalkboards, dry-erase boards, charts, wall charts that contain literary definitions, maps, mathematics, formulas, word walls, number lines, etc.
- Ensure adequate spacing between students and/or visual barriers
- Place a “TESTING-DO NOT DISTURB” sign on the door of the testing room
- Place an “UNAUTHORIZED ELECTRONIC DEVICES AND CELL PHONES/SMARTWATCHES ARE NOT ALLOWED IN THE TESTING ENVIRONMENT” sign in the room
- Provide a quiet environment void of distraction

Prepare a Post-Test Strategy

Establish procedures for students who finish testing ahead of others by having the students exit the room quietly and report to another area, or work silently on designated activities (that do not include electronics) at their workstation. It is important to keep in mind the children still testing when planning these strategies. Students can feel pressured to finish when their peers begin to complete the test and leave the room. As the Forward Exam is an untimed test, students should feel they have ample time to answer all questions.

PREPARING YOUR STUDENTS

Prepare your students by:

- encouraging them to approach the testing in a relaxed, positive way.
- explaining that the purpose of taking this test is to find out what skills they have mastered and what skills need further development.
- reminding them that the test is not timed and they will be given ample time to do their best.
- emphasizing that while they should do their best, the scores will not affect their grades.
- informing students that they **will not be allowed** to use cell phones, smartwatches, or any other electronic devices in the testing area. In addition, students will not be permitted to use any form of electronic device during short breaks in the testing session or when finished testing and are waiting for others to complete testing.

Test preparation is only useful to the extent that it is also teaching content area knowledge and skills. While it is important that students have an opportunity to become familiar with the format of the test and with the types of questions they will be required to answer, it is very important to ensure that teachers are teaching to the curriculum and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.

Student Tutorial Videos

The Student Tutorial videos are designed to help students become familiar with the online testing environment. Some videos are intended for all students, while others cover specific tools that are only available at certain grade levels. The student tutorial home screen displays which videos accompany which grade levels as well as run times. Tutorials can be viewed as a class or at individual student machines.

TIP:

Encourage students do their best by presenting the testing experience in a positive way.

Student tutorials can be accessed one of two ways:

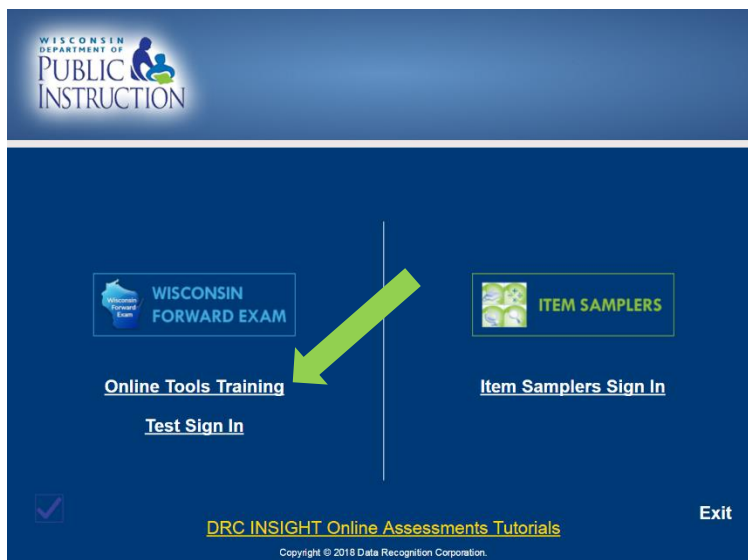
- by visiting <https://dpi.wi.gov/assessment/forward/sample-items> and clicking on DRC INSIGHT Online Assessment Tutorials, then clicking on student tutorials, or
- by launching the INSIGHT app on your device and clicking on DRC INSIGHT Online Assessment Tutorials then clicking on student tutorials.



Online Tools Trainings

The Online Tools Training (OTTs) provides students the opportunity to interact and become familiar with the testing system. Students practice using the tools available on the Forward Exam and familiarize themselves with the question types and how to maneuver in the system.

- OTTs are available at each content area and grade level.
- Accessible OTTs are available for students who need to practice text-to-speech (TTS), Spanish stacked translation, masking, and color choice tools.
- OTT ELA items and passages are repeated within grade bands (3-4, 5-6, 7-8).
- OTT VSL and Spanish stacked translation items and passages are repeated within grade bands (3-5, 6-8).



All students should be given the opportunity to practice in the OTT prior to actual testing. Students may perform better and with less anxiety if they are familiar with the format of the test and with the types of questions they will be required to answer. The OTT is not scored and is not intended for content practice. Items, including the TDA, are repeated within the grade bands of 3-4, 5-6, and 7-8 ELA OTTs.

The OTT is accessible in two ways:

- publicly accessible via a **Chrome browser** at <https://dpi.wi.gov/assessment/forward/sample-items>
- via the INSIGHT app.

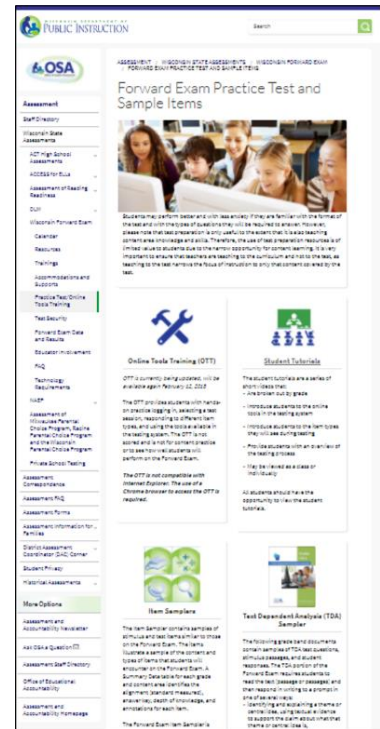
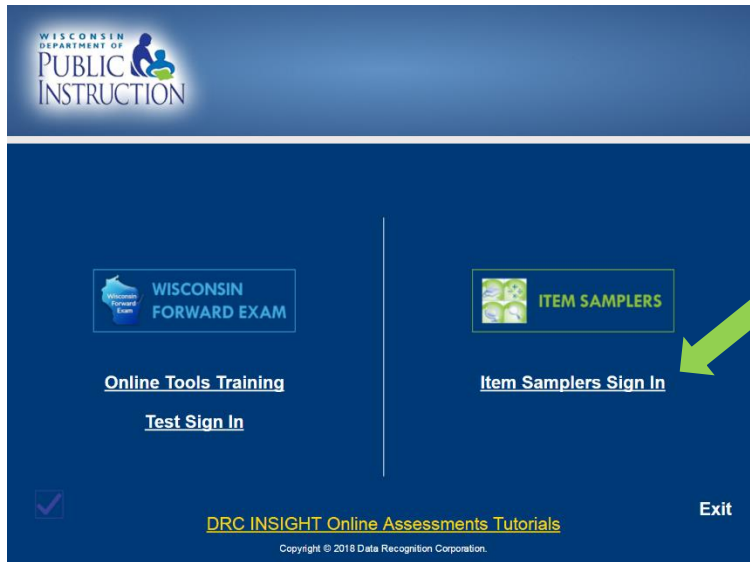
Forward Exam Item Samplers

The Item Samplers contains samples of stimulus and test items similar to those on the Forward Exam. Each sample test item has been through a rigorous review process by DRC, Wisconsin Educators, and a third party, to ensure alignment with the State Standards. These items will not be used on the state assessment and may, therefore, be used in Wisconsin for professional development and student practice. The items illustrate a sample of the content and types of items that students will encounter on the Forward Exam. A Summary Data table for each grade and content area identifies the alignment (standard measured), answer key, depth of knowledge, and annotations for each item. The Item Samplers are not scored and the online versions do not save responses.

Sample items are useful as educators engage in conversations about what students are expected to know and be able to do to demonstrate proficiency on the state assessments relative to the Wisconsin Academic Standards. Sample items can inform discussions about state and local standards, curriculum, instruction, and assessment.

The Forward Exam Item Samplers are available at each grade level and content area in both PDF and Online versions. The online version uses the same format and tools students will see during the actual Forward Exam. Both versions are available at:

<https://dpi.wi.gov/assessment/forward/sample-items>.



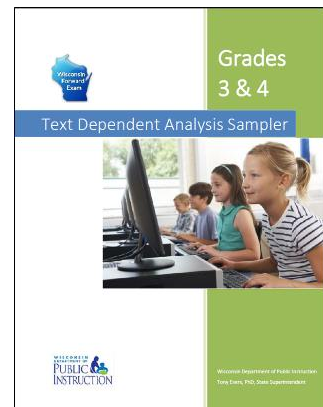
Note: A student's performance on the practice test cannot be converted to a scale score, used to predict performance on the Forward Exam, or used to make inferences about the student's learning.

Text Dependent Analysis (TDA) Sampler

The TDA Samplers are three grade-band (3-4, 5-6, 7-8) documents that contain samples of TDA test questions, stimulus passages, and student responses. They are intended to be used as a guide for educators and students when preparing for the Forward Exam.

The TDA portion of the Forward Exam requires students to read the text and then respond in writing in one of several ways:

- identifying and explaining a theme or central idea, using textual evidence to support the claim about what that theme or central idea is, and
- analyzing the development of an event, character, central idea, or theme, using textual evidence to support the explanation and analysis.



Students' responses are scored using a rubric which takes into account **the draft and impromptu format of the writing** and looks at both the composition and the conventions of the student's writing. The TDA should be administered first thing in the morning and **must be completed in one sitting** – **students are not permitted to go back into the TDA after a break of more than 20 minutes (lunch etc.) or return to it the next day.**

The Forward Exam TDA Sampler is available at <https://dpi.wi.gov/assessment/forward/sample-items>.

IMPORTANT:

If a student encounters technical difficulties or becomes sick during the TDA, **contact DPI immediately** for further instructions.

If a student accidentally submits their test during the TDA **contact DPI immediately** to have the test reopened so the student may continue testing.

Test Tickets

2017 Wisconsin Forward Exam Test Ticket Grade 3 Mathematics	
Student Name:	Anderson, Jennifer
Local Student ID:	94839
Test Session:	Grade 3 Mathematics
Username:	DOEV2345
Accommodations:	VSL (ASL)

DACs/SACs will provide TAs with test tickets for each student. Test tickets include the name of the assessment, student name and ID, test session name, username, password, and any accessibility features (designated supports and/or accommodations) that have been assigned to the student. See Appendix G for a list of all accessibility features and their abbreviated codes.

Check carefully to ensure that the information printed on the test tickets is correct. If you believe a student should have a designated support or accommodation that is not listed on the test ticket, **contact the DAC/SAC before the student logs in to the test.** The designated support or accommodation will need to be assigned in eDIRECT and a new test ticket printed before the student logs in to test. **If the support or accommodation is not printed on the test ticket, the student will not have that support or accommodation available on their test.** Beginning the test without the support or accommodation may result in a need to purge or invalidate the student's test. Please refer to the *Accessibility Guide* for more information about accessibility features.

The student username and password remain the same for all sessions within a content area. Students will use the same ticket every time they log into that content area. Tickets must be collected at the end of each test sitting, stored in a secure location, and redistributed for all sittings for that content area.

Test Ticket Management

Test tickets and rosters are considered secure materials. They should be kept in a secure location until the session is scheduled to begin.

Distribute test tickets just prior to student login and collect test tickets at the end of the test sitting. It is best practice to count the number of tickets that are distributed and make sure the same number of tickets are collected.

After a testing session is complete, return all test tickets to the DAC/SAC for secure destruction or secure storage.

If you suspect a student's test ticket and/or password have been compromised, contact DPI's OSA immediately at (608) 267-1072.

TEST TICKET TIP:

To ensure each student receives the correct test ticket, read the name on the ticket as you are handing it to the student.

IMPORTANT TEST TICKET INFORMATION:

Test tickets must be printed after accessibility features have been entered into eDIRECT or the student will not have the accommodation or support available for testing.

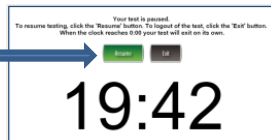
If an accessibility feature has changed after printing tickets, that student will need a new ticket printed for the accommodation or support to be available to the student before logging in to the test.

During Testing

TEST FUNCTIONALITY

How to Pause the Test

If the student needs to take a break (less than 20 minutes) they should click on the blue “pause” button at the bottom of the screen. A timer will appear over the student’s test

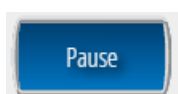


that counts down from 20 minutes. The test can be left on the pause screen until the student returns. When the student returns to their device they click the green “Resume” button (before the clock counts down to zero). The test will resume where the student left off.

If the student does not click the “Resume” button before the clock counts down to zero, the test session will automatically end, but the test will **not** be submitted. Any questions that have already been answered will be saved. The student will need their test ticket to log in again and continue the test.

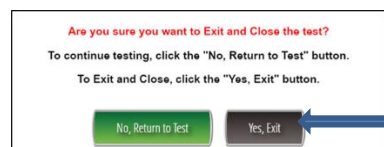
How to Exit the Test without Submitting (Does not apply for TDA)

If the student is taking a break for more than 20 minutes (lunch, leaving for day, etc.) the student should be told to go back and review all flagged items prior to exiting the test session for the day. Students may not go back to any questions worked on the previous day (students should only be permitted to work forward from the last completed question.) The



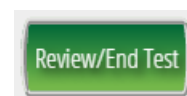
student should then **choose the “Pause” button, and then choose the gray “Exit” button.** The student will then

be asked “Are you sure you want to exit and close the test?” To close the test the student should click the gray “Yes, Exit” button. The test session will end, but the test will **not** be submitted. Any questions that have already been answered will be saved. The student will need their test ticket to log in again and continue the test.

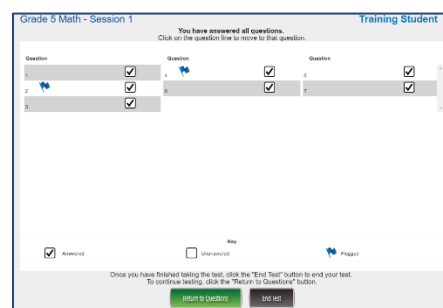


How to Submit the Test

When the student reaches the last question in the session, they should choose the green “Review/End Test” button.



This will take the student to a review page. Here students can see if they have **attempted** all questions. The review page considers an attempt or partial answer to be an answered question. For example, a multi-select item that asks a student to choose two answers, will have a check in the box on the review screen for that question if the student selects only one answer. Be sure to remind students to read each question carefully. Students can also see if they have flagged a question for review. Flags do not need to be cleared in order to submit the test. If the

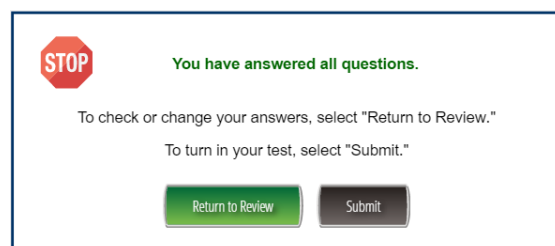


student would like to return to a question from this page they can select anywhere on the line for that question. The student may also click on the green “**return to questions**” button if they would like to go back into the session.

When the student is finished with the test session, they will need to *end* and *submit*. Submitting the test will submit all answers and does not permit re-entry into the test session (i.e. math session 1). From the review screen, students should select the gray “**End Test**” button. There will be one additional pop-up box that indicates whether or not all questions have been answered (attempted). The student can either choose to return to the review screen, or submit the test. Once the student selects the gray “**Submit**” button, they cannot return to the test session.

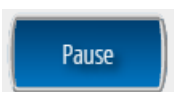
ACCIDENTAL SUBMISSION:

If a student accidentally submits a test, refer to Appendix E: Decision Tree For Unlocking A Student Test, and contact the DAC immediately to unlock the student’s test, **especially for the TDA**. A student will not be permitted to go back into the TDA after an extended period or the next day.



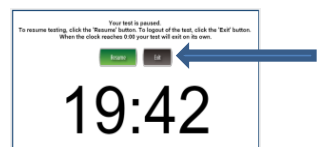
How to Move a Student to a New Device during Testing

If the student is having technical difficulties and needs to switch to a



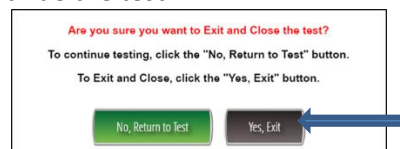
different computer the student should **choose the “Pause” button, then choose the gray “Exit” button, and then the “Yes, Exit” button.** The test session will end, but the test

will **not** be submitted. Any questions that have already been answered will be saved. The student will need their test ticket to log in again and continue the test.



Step-by-step process:

1. End student’s test without submitting
2. Escort the student to the new location (computer).
3. Launch the testing software.
4. Hand the test ticket back to the student.
5. Observe the student entering his/her username and password.
6. Student will be required to view and click through the test directions.
7. Student will click Begin Test and will be taken to the same question where they left off prior to pausing.
8. Collect the student’s test ticket.
9. Continue to monitor the test session with the normal security procedures.



Prepare Devices Prior to Student Log In

- Ensure that all other programs or applications on the device are closed prior to launching the INSIGHT application (including those that use audio or video channels).

- Ensure the device's system volume is not muted and is set to an appropriate level.
- Ensure that the device's **keyboard is set to English**

WIFI TIP:

Inform staff and students that Wifi during testing times should be extremely limited in its use to ensure adequate bandwidth for those taking the assessment.

TEST ADMINISTRATION

Testing Transfer Students

A school is required to test or complete the testing of any student who enrolls in the district during the testing window, provided the student has not already completed testing elsewhere in a Wisconsin Public School.

TDA Testing Precautions

The TDA should be administered first thing in the morning and **must be completed in one sitting – students are not permitted to go back into the TDA after a break of more than 20 minutes (lunch etc.) or return to it the next day.** This is a test security measure. Students should not be given the opportunity to discuss or look up information that may aid them in completing the essay. Students should not be writing the TDA for several hours. The scoring of the TDA allows for **the draft and impromptu format of the writing.**

Calculators

Students may only use the online calculator provided in the assessment for calculator-allowed questions. Students with visual impairments who are unable to access the online calculator provided in the assessment for calculator-allowed items will be permitted to use the calculator that they typically use, such as a Braille calculator. Test administrators must ensure the calculator is only available for calculator-allowed items. See the *Accessibility Guide* for more information.

What type of Assistance is Permitted?

Be sure students understand the directions and how to work in the online system. Assist them with test taking mechanics, but be careful not to inadvertently give hints or clues that indicate an answer or eliminate answer choices. You may read an occasional word for a student as long as it is not part of an ELA reading passage, if asked.

Guessing

Encourage students to attempt all items. Tell them to read each question carefully and make their best attempt answering. Be careful not to imply they should guess randomly. Unanswered questions are scored as incorrect.

Testing Recently Arrived English Learners

All students enrolled at the time of testing must be assessed. English learners (ELs) with limited English proficiency (ACCESS level 1 or 2) who are new to country (less than 12 calendar months) are permitted a one-time exemption from the English language arts (ELA) portion of the Forward Exam. If the student does not participate in the ELA assessment, he or she must participate in ACCESS for ELLs®. If a student arrives after the ACCESS for ELLs® assessment window and does not have an opportunity to take that test, but is exempt from the ELA assessment, he or she will be removed from test participation calculations. Recently arrived students **must participate in all other content areas**, with or without accommodations. Students in the district for less than a full academic year (FAY) are counted for test

participation only; their assessment results are not factored into school or district report cards. Results for students who are FAY in the district but not a specific school are included in district report cards.

Students new to country who are exempt from the ELA assessment must have a not-tested code entered in eDIRECT for ELA. If a student who is exempt from the ELA assessment took part or all of the ELA test please contact DPI for further guidance.

Monitoring Testing

TAs should monitor testing by:

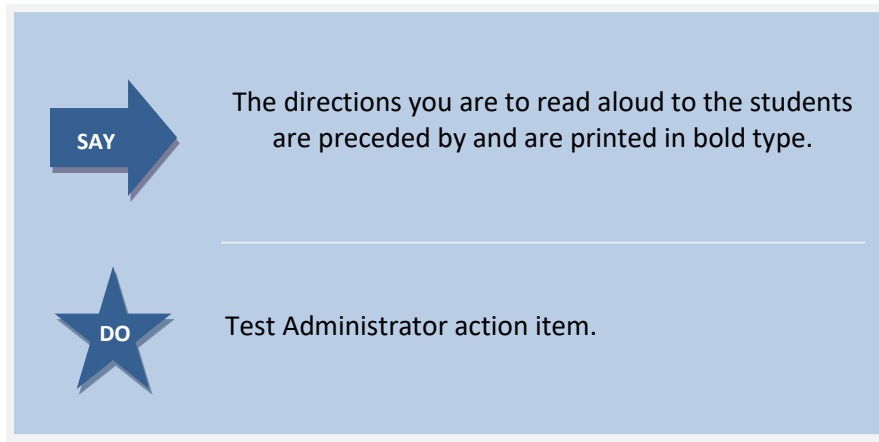
- Circulating throughout the room
- Ensuring that all test administration, test security, and accessibility policies and procedures are maintained
- Reporting any test security incidents to DAC/SAC
- Assisting students with technology issues
- Ensuring students are working in the correct test session and progressing as they should (redirecting student attention back to the test if needed). If a student has selected an incorrect session, select Pause and then Exit to return to the test sign-in screen, then log the student in to the correct session. **Please note: If the student has begun the TDA session in error, please allow them to finish that session and then return to work on the session the rest of the class is completing at another time.**

Test Administration Script



This section provides directions and the script for administration of the test. Be sure to review the test administration script in advance. In order to ensure that all students are tested under the same conditions, adhere strictly to the script.

Please remember that the script must be followed exactly and used each time a test is administered using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “I made a mistake. Listen again.” Then read the direction again. Try to maintain a natural classroom atmosphere during the test administration. Before each test begins, encourage students to do their best.

Test Administrators should print the script pages (or work from online version) for use on the day of testing. The following elements are used throughout the specific directions:



The legend is contained within a light blue rectangular box with a thin grey border. It defines two symbols used in the script: a blue arrow pointing right labeled 'SAY' and a blue five-pointed star labeled 'DO'. The 'SAY' symbol is associated with the instruction that directions to be read aloud are preceded by and printed in bold type. The 'DO' symbol is associated with the instruction that it represents a Test Administrator action item.

	The directions you are to read aloud to the students are preceded by and are printed in bold type.
<hr/>	
	Test Administrator action item.

Each time a student logs in to the testing system, the Test Administrator should follow this script. If you are resuming the test and are sure that all students are able to log in without hearing the login directions again, *you may skip the italicized portions of the directions.*



Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.

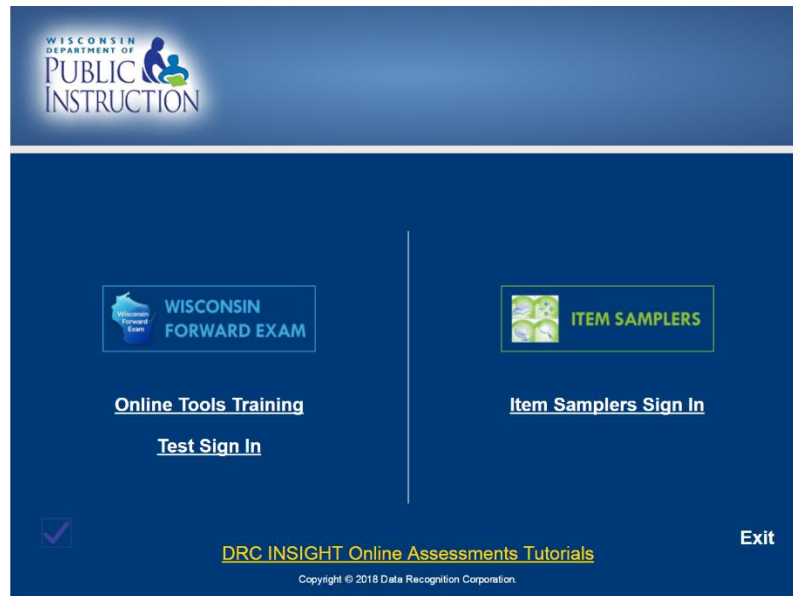
Make sure that no student is in possession of a cell phone, smartwatch, camera, or other personal electronic device. It is recommended that Test Administrators instruct students to leave electronic devices in their locker or place devices in their backpack prior to distributing any test materials. Test Administrators may also collect electronic devices if district/school policy allows it.

Make sure all programs are closed on the testing device.



Today you will be taking the Wisconsin Forward Exam for [ELA/Mathematics/Social Studies/Science]. I will now pass out headphones (if taking ELA listening session or to students requiring TTS) and scratch paper. Carefully follow the directions and give this test your best effort.

First, launch INSIGHT on your computer [or iPad]. You may see a screen that says “WIDA” and “Wisconsin.” If you see this screen, select “Wisconsin.” You should now see a blue Wisconsin Forward Exam logo on the left side of the screen. Is there anyone who does not see this screen?



Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the Technology Coordinator or School Assessment Coordinator. It is acceptable to move the student to another computer.



Below the blue Wisconsin Forward Exam logo, select Test Sign In. You should now see the sign in screen appear. Is there anyone who does not see the sign in screen?



Pause to assist students if necessary. A second staff person to assist those having trouble is beneficial.

When all students are ready,



I am now going to pass out your test ticket, *a piece of paper that includes log in information required to start your test*. Do not log in to the test until you are told to do so. When you get your test ticket, please make sure your name and the test name are correct. Today's test is (Mathematics, English Language Arts, Science, or Social Studies). *Please do not share this information with anyone as it is your own private information. Keep the test ticket at your workstations. At the end of the test, I must collect the ticket. Once all of you have your test ticket I will give you directions to log in to the test.*



Give students the test tickets. When distributing, confirm that each student receives the correct ticket by ensuring the student's name and the test name are correct. If the student should have any online supports or accommodations such as TTS or VSL, ensure this is printed on the ticket. Make note of the number of test tickets you are distributing so you will know how many to collect at the end of the test. Remember the test tickets contain secure information and need to be collected at the end of the test session.



Using the information on your test ticket, enter your username and password now. *If you have any trouble logging in please raise your hand and wait for my assistance. Once you have successfully logged in, please sit quietly and DO NOT go any further. Please do not go ahead. We will review several screens together. If you move ahead, you may enter the test accidentally. If you do happen to accidentally enter the test, please stay calm and sit quietly while you wait for the rest of the class to catch up. DO NOT try to get out of the test as you may not be able to get back in.*



Make sure all students have successfully entered their information. A second staff person to assist those having trouble is beneficial.

Remember: Passwords are unique to each content area, but the same for all sessions within a content area. Usernames and passwords are NOT case sensitive.

Refer to Appendix D for assistance with error messages. If the problem cannot be resolved, please contact the DRC Help Desk at 1-800-459-6530 or WIHelpDesk@datarecognitioncorp.com.



Once you have selected the **Sign In** button, a welcome screen with your name appears. Is there anyone who does not see the welcome screen with their name?



Look at the information on the welcome screen and make sure that the following facts about you are correct:

- Your first name and last name
- Your test name
- Your test session

Welcome **Zachary Chamberlain!**
Thank you for participating in the Wisconsin Forward Exam!
Before you begin testing, please confirm your profile information is correct:

Test Name: **Grade 5 ELA - Session 1**
Test Session: **Hermannson Grade 5 ELA**

State Student ID: **1234567890**
Local Student ID: **9876543210**
Accommodation(s):

If the above information is correct, please select **Continue**.
If any of the above information is not correct, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Test Administrator.

Continue

Options **Exit**

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This screen is the first opportunity to turn on the color choices for students that require this accommodation. If a student has TTS as a designated support or as an accommodation, the text on this page will automatically be read aloud. Students with VSL, or Spanish stacked translation should be able to see the support or accommodation here also. Check in with students who should have these supports and accommodations now to ensure they are functioning before they move into the test. If they are not functioning a second staff person should assist the student (see Appendix F: Decision Tree for a Student who did not have Accessibility Feature Available during Testing). This is a critical step to prevent issues later on. This student will catch up with the class once the issue is resolved.



If the information about you is correct, select the continue button. If the information is not correct, raise your hand.



After you have selected the continue button, the next screen will show the sessions available in this content area. Is there anyone who does not see the sessions listed on the screen?



Pause to assist students as necessary. A second staff person to assist those having trouble is beneficial.



We are now ready to begin the test. Select the test session (session 1, session 2, etc.).



Once you have selected the test session, the test directions screen should appear. Please read the directions to yourself. **DO NOT** click the green Begin the Test Button until told to do so. *If you do happen to accidentally enter the test, please stay calm and sit quietly while you wait for the rest of the class to catch up. DO NOT try to get out of the test as you may not be able to get back in.* Is there anyone who does not see the test directions screen?



Assist students as necessary. Allow students time to read the information on the various directions pages and confirm that students have reviewed all materials.



Read only for ELA Session 1 - TDA Writing Prompt

You will need to read a passage or set of passages for this session and respond to a question in the form of a 1 page essay or a story. The space provided on the computer looks small but you can use up to 5000 characters in your answer, which includes letters, numbers, punctuation marks, and spaces. 5000 characters is about one page of paper when writing. Be sure you use your best writing skills and answer everything the question is asking you with the required supporting details and/or examples. When this item is scored the draft and spur-of-the-moment format of the writing situation is taken into account. Remember, as you write the box will continue to expand until the 5000 character limit is reached. You must finish this session in one sitting. You will not be permitted to return to this session at a later time. We have scheduled plenty of time for this session so relax and do your best.



Read for ALL sessions (except ELA Session 1 - TDA Writing Prompt)

You should try to answer each question on the screen before going on to the next question. Be sure to read each question carefully. Test questions will ask you to provide your answer in several different ways. Be sure you understand what you are being asked to do.

If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the item for review by clicking the “Flag” button.

Flagging the item will remind you to go back and decide whether you need to change the answer during this test session. Once you log out you will not be able to go back to any flagged or previously completed questions.



If you need to step away from your computer, select the Pause button. Select the Resume button to continue. Please raise your hand if you need a break and ask me prior to clicking Pause.

This is not a timed test so work at your own pace. *If after 20 minutes, you do not answer a question or click on a test tool, a screen will pop up warning you that you are*

about to be logged out of the test. Please click okay if you get this warning and the test will continue. If you do not click okay you will be automatically logged out and will need your test ticket to log in again and continue testing. (Does not apply to TDA)

Your answers need to be your own work. Please keep your eyes on your own test, and remember that there should be no talking.



Please keep in mind that this test is divided into sessions. When you get to the end of each session, you will be prompted to review and submit your answers before moving on. Once you submit your answers, you will be logged out. To continue on with the next test session you will need to log in with your test ticket.



You may now click the green Begin the Test button.



During testing, circulate through the room to ensure that all test administration, test security, and accessibility policies and procedures are maintained. If you notice a student is off task, need to keep him/her focused, or a student asks you a content related question, the following statements may be used:

It is important that you do your best. Do you need to pause the test and take a break?

I can't help with the test. Try to do your best.



Test Administrators/Proctors should answer questions raised by students, but should never help the class or individual students with specific test items or content.

A student should not be hindered by technology. If a student is struggling with the mechanics/technology requirements of the item, the test administrator/proctor may provide assistance.



Get ready to end the Session

Approximately five minutes prior to the end of the test session, give students a brief warning.



Read for ELA Session 1 - TDA Writing Prompt

You have 5 more minutes to complete and submit ELA session 1. You will not be able to return to ELA session 1 again. I will collect test tickets and scratch paper at the end of the test session.



Read for ALL Sessions (except ELA Session 1 - TDA Writing Prompt)

We are nearing the end of this testing period. Please review any items you have flagged for review now. You will not be able to return to them during the next testing period. If you are still working, you will have the chance to finish the test at another time (not allowed for TDA) by starting with the last question completed and working forward from there.



**This testing period is now over. If you have answered all the questions in this session, select Review/End Test, then End Test, then Submit. If you are still working in this session, select Pause, then Exit and you will be able to finish at another time. (This does not apply to ELA – Session 1 (TDA))
I will now collect your test tickets and scratch paper.**



Collect all test tickets, scratch paper, and any other allowed testing materials. Ensure all testing device screens show the Wisconsin Forward Exam initial welcome screen or the test sign in screen.



Return all collected test materials to the DAC/SAC for secure storage or secure destruction.

The DAC/SAC may also wish for you to provide a list of students who were absent or did not complete the test session and will require additional time to complete the test.

After Testing – Before Test Window Closes

All Students Accounted For

All students enrolled in your school/district are required to participate in the Forward Exam in grades 3-8 and grade 10 (or the DLM, Wisconsin's Alternate Assessment). For information about specific student situations refer to the Forward Exam FAQ available at <https://dpi.wi.gov/assessment/forward/faq>. The DAC/SAC must ensure that all students are accounted for in eDIRECT and show as completed testing or have a not-tested code (NTC). For information about NTCs please refer to the *Managing Students and Testing in eDIRECT* guide. The TA should confirm with the DAC or SAC that all students have been tested or have a NTC entered into eDIRECT.

Invalidation

An invalidation may occur due to a misadministration or test security violation. Invalidating a test session invalidates the entire content area, not just the session in which the issue occurred (ex. All of ELA, not just ELA session 1). An invalidation counts as a non-test participant for accountability purposes in the content area affected. The DAC should contact DPI prior to invalidating any tests. **All invalidations must be entered into eDIRECT by the DAC/SAC before the close of the testing window.**

Securely Destroy Materials

Federal law—the Family Educational Rights and Privacy Act (FERPA)—prohibits the release of any student's personally identifiable information (PII). Any printouts, including print on demand and listening scripts, test tickets, scratch paper, and graph paper must be collected and then securely destroyed.

Troubleshooting

Student Accidentally Completed (submitted) a Test – Now what?

Occasionally a test will be submitted prior to completion. If the Test Administrator/Proctor believes this has occurred, he or she should contact the SAC/DAC. The DAC can check the number of completed responses in eDIRECT and unlock the test, if necessary. Please refer to the *Managing Students and Testing in eDIRECT* guide for more information about unlocking a student's test.

Advancing an ELA Passage

If a reading passage has multiple pages in the passage, pages are turned forward by tapping or clicking on the right side of the passage. Pages can be turned back by tapping or clicking on the left side of the passage.

Audio Volume is Too Low

If a student is using the TTS support or accommodation, or completing the listening portion of the ELA assessment and cannot hear the audio, be sure to check that the volume setting of the testing device is set to an appropriate level. In order to access the device volume setting you may be required to log out of the test and close the INSIGHT app. Please refer to the pausing the test directions in this manual.

Student Missed all or Part of the Exam when it was Administered

Wisconsin public school students are required to participate in the Forward Exam in grades 3-8 and grade 10 (or the DLM, Wisconsin's Alternate Assessment). Every effort must be made to administer the Forward Exam to all students enrolled in your school/district during the testing window. For any student who may have missed all or any part of the Forward Exam, you must provide additional opportunities during the testing window for students to complete an exam administered during their absence. This includes students transferring into your district during the testing window. **All testing must be completed by the end of the testing window.**

TTS is not Working Correctly

Ensure that the device's volume setting is set to an appropriate level. Ensure that TTS appears on the student's test ticket. If TTS is not on the ticket, see the decision tree in Appendix F to determine next steps. If you are still encountering difficulties, there may be an issue with the way the device is communicating with the local content caching server (COS or TSM). See Appendix D for additional information about error messages or contact your technology coordinator.

Student was Given the Wrong Accommodation/Support or no Accommodation/Support

See Appendix F: Decision Tree for a Student who did not have Accessibility Feature Available during Testing, to determine next steps.

APPENDIX A: TEST ADMINISTRATOR/PROCTOR (TA) CHECKLIST

Test Administrator - Activity	Target Completion Date	Resource
BEFORE TESTING		
<ul style="list-style-type: none"> Attend your school or district's training session if one is offered and review all Forward Exam test administration and policy documents, particularly the <i>Test Administration Manual (TAM)</i>, <i>Test Security Manual</i>, and <i>Accessibility Guide</i>. 	3 weeks prior to testing	TAM
<ul style="list-style-type: none"> Review the trainings recommended by the School Assessment Coordinator (SAC). 	3 weeks prior to testing	TAM
<ul style="list-style-type: none"> Show students the Student Tutorial. 	2-3 weeks prior to testing	TAM
<ul style="list-style-type: none"> Provide students the opportunity to work in the Forward Exam Online Tools Training (OTT) to build familiarity with the system, item types, and tools. Provide students the opportunity to work through the Forward Exam Item Samplers (practice tests). Review the Text Dependent Analysis (TDA) Samplers with students to ensure they understand what is expected from that question. 	2-3 weeks prior to testing	TAM Item Samplers TDA Item Samplers
<ul style="list-style-type: none"> Work with SAC to ensure that each student's enrollment information has been loaded into eDIRECT and is accurate for each student. 	2 weeks prior to testing	<i>Managing Students and Testing in eDIRECT</i> guide
<ul style="list-style-type: none"> Work with SAC to ensure that each student's accessibility features in eDIRECT matches their IEP or other relevant documentation as appropriate. Contact SAC to update information if necessary. 	2 weeks prior to testing	Accessibility Guide
<ul style="list-style-type: none"> Ensure that INSIGHT has been installed on any devices/computers(s) on which students will be testing. 	2 weeks prior to testing	Technology User Guide
<ul style="list-style-type: none"> Review Test Administration Script (in TAM) Perform an equipment needs check based on individual student requirements. Work with the SAC to identify students who will need specialized equipment for supports and accommodations. Review standardized protocols for read aloud and scribing, if necessary. 	2 weeks prior to testing	TAM Accessibility Guide

Test Administrator - Activity	Target Completion Date	Resource
<ul style="list-style-type: none"> Communicate to students the need for headsets in order to take the ELA Exam Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing. Have extra headsets on hand for students who may forget to bring theirs. Send reminder several days before and the day prior to testing to ensure students remember to bring headsets. 	1 week prior to testing	TAM
<ul style="list-style-type: none"> Verify the security of the testing environment by: Ensuring that students have access to only those allowable resources Making sure that no instructional materials directly related to the content of the tests are visible to students. (removing or covering any materials on walls and desks) Reminding students that cell phones/smartwatches and other electronic devices are not allowed during a testing session Providing adequate spacing between devices or visual barriers Reviewing all security procedures and guidelines in the TAM. 	1 week prior to testing	TAM
DURING TESTING		
<ul style="list-style-type: none"> Administer the Forward Exam following the procedures and policies in the TAM. Read the Test Administration Script verbatim to students. Ensure all students who require supports or accommodations receive them during the Forward Exam. Check to ensure all online supports and accommodations are functioning properly prior to the student clicking <u>Begin the Test</u>. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> Ensure the security of the testing environment Remain in the classroom and actively monitor testing Ensure students have access to only those allowable resources Ensure cell phones/smartwatches and other non-allowed electronic devices are not present in the testing environment Ensure no photos, tweets, snapchats, email etc. of Forward Exam items or content. 	Ongoing during administration	TAM

Test Administrator - Activity	Target Completion Date	Resource
<ul style="list-style-type: none"> • Ensure no instructional materials directly related to the content of the tests are visible to students. (remove or cover any materials on walls and desks) • Document and report any potential test security issues and report to the SAC immediately after learning of the incident. 		
<ul style="list-style-type: none"> • Ensure adequate space between students during testing to minimize opportunities to look at each other's screen (or provide visual barriers). • Assist any student with technical issues or lack of required support or accommodation immediately. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> • Plan a quiet activity ahead of time for students who finish testing early. The activity should not be related to the test being given or on an electronic device. For example, students who finish early may work on assignments for unrelated subjects or read a book. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> • Ensure proper handling of all printed test materials, scratch paper, and test tickets. Collect all test materials and test tickets each day of testing and destroy according to security policy. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> • Raise any technical issues with the SAC or school technology coordinator (STC) immediately for resolution. 	Ongoing during administration	
AFTER TESTING		
<ul style="list-style-type: none"> • Securely dispose of all printed testing materials, including test tickets, print-on demand documents, and scratch paper in a secure manner 	Immediately after testing	TAM
<ul style="list-style-type: none"> • Follow-up and report any outstanding test security incidents. 	Immediately after testing	TAM Test Security Manual
<ul style="list-style-type: none"> • Ensure 1:1 testing devices (such as iPads or Chromebooks that go home with students) have been completely exited out of the testing system before the device leaves the testing room. 	Immediately after testing	

APPENDIX B: SAMPLE TEST SCHEDULES

The testing schedules provided below are only a few examples of the possible schedules your district/school can create to administer the Forward Exam. The number of testing sessions, the length of those sessions, and the number of days testing should be customized to your district's/school's schedule and available resources. The Forward Exam is an **untimed test**. The times given below are based on actual average student testing times provided only to assist with scheduling.

Sample Test Schedule 1 (Grade 4)

DAY/CONTENT AREA		TESTING TIME*
DAY 1:	Session 1 ELA TDA Writing Prompt (must be completed in one sitting)	40 minutes
	Break	10 minutes
	Session 2 ELA Writing/Language	20 minutes
	Break	10 minutes
	Session 3 ELA Listening	20 minutes
	Break (lunch)	40 minutes
	Session 4 ELA Reading	50 minutes
DAY 2:	Session 1 Mathematics	45 minutes
	Break	10 minutes
	Session 2 Mathematics	45 minutes
	Break (lunch)	40 minutes
	Session 1 Science	55 minutes
	Break	10 minutes
	Session 2 Science	55 minutes
DAY 3:	Session 1 Social Studies	45 minutes
	Break	10 minutes
	Session 2 Social Studies	45 minutes

*NOTE: TIMING DOES NOT INCLUDE TIME FOR TEST ADMINISTRATION TASKS SUCH AS LOGIN AND TEST DIRECTIONS. ADD APPROXIMATELY 10-15 MINUTES EACH DAY TO ESTIMATE TOTAL TIME NEEDED.

Sample Test Schedule 2

(Grade 4)

DAY/CONTENT AREA		TESTING TIME*
DAY 1:	Session 1 ELA TDA Writing Prompt (must be completed in one sitting)	40 minutes
	Break	10 minutes
	Session 2 ELA Writing/Language	20 minutes
DAY 2:	Session 3 ELA Listening	20 minutes
	Break	10 minutes
	Session 4 ELA Reading	50 minutes
DAY 3:	Session 1 Mathematics	45 minutes
	Break	10 minutes
	Session 2 Mathematics	45 minutes
DAY 4:	Session 1 Science	55 minutes
	Break	10 minutes
	Session 2 Science	55 minutes
DAY 5:	Session 1 Social Studies	45 minutes
	Break	10 minutes
	Session 2 Social Studies	45 minutes

*NOTE: TIMING DOES NOT INCLUDE TIME FOR TEST ADMINISTRATION TASKS SUCH AS LOGIN AND TEST DIRECTIONS. ADD APPROXIMATELY 10–15 MINUTES EACH DAY TO ESTIMATE TOTAL TIME NEEDED.

Sample Test Schedule 3

(Grade 4)

DAY/CONTENT AREA		TESTING TIME*
DAY 1:	Session 1 ELA TDA Writing Prompt (must be completed in one sitting)	40 minutes
DAY 2:	Session 2 ELA Writing/Language	20 minutes
DAY 3:	Session 3 ELA Listening	20 minutes
DAY 4:	Session 4 ELA Reading	50 minutes
DAY 5:	Session 1 Mathematics	45 minutes
DAY 6:	Session 2 Mathematics	45 minutes
DAY 7:	Session 1 Science	55 minutes
DAY 8:	Session 2 Science	55 minutes
DAY 9:	Session 1 Social Studies	45 minutes
DAY 10:	Session 2 Social Studies	45 minutes

*NOTE: TIMING DOES NOT INCLUDE TIME FOR TEST ADMINISTRATION TASKS SUCH AS LOGIN AND TEST DIRECTIONS. ADD APPROXIMATELY 10–15 MINUTES EACH DAY TO ESTIMATE TOTAL TIME NEEDED.

APPENDIX C: FORWARD EXAM TEST TIMES

The Forward Exam is an untimed test. The following are average student testing times for the Forward Exam. As these are actual average test times it is important to remember that many students will take more time or less time to complete the test. These times are provided only as a guide to assist with scheduling.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	130	90	NA	NA
4	130	90	110	90
5	130	90	NA	NA
6	130	105	NA	NA
7	130	105	NA	NA
8	130	110	110	90
10	NA	NA	NA	90

English Language Arts (ELA) Estimated Testing Times (in minutes)					
Grade Level	Session 1 TDA Writing Prompt	Session 2 Writing/ Language	Session 3 Listening	Session 4 Reading	Total Testing Time
3	40	20	20	50	130
4	40	20	20	50	130
5	40	20	20	50	130
6	40	20	20	50	130
7	40	20	20	50	130
8	40	20	20	50	130

Mathematics Estimated Testing Times (in minutes)			
Grade Level	Session 1	Session 2	Total Testing Time
3	45	45	90
4	45	45	90
5	45	45	90
6	45	60	105
7	45	60	105
8	50	65	110

Science Estimated Testing Times (in minutes)			
Grade Level	Session 1	Session 2	Total Testing Time
4	55	55	110
8	55	55	110

Social Studies Estimated Testing Times (in minutes)			
Grade Level	Session 1	Session 2	Total Testing Time
4	45	45	90
8	45	45	90
10	45	45	90

APPENDIX D: COMMON ERROR MESSAGES

Upon launching INSIGHT	
<p>Error Message Text/Screen</p> <p>“Configuration Not Found</p> <p>Please raise your hand and wait for help.</p> <p>Contact your technical resource and provide them with the following information:</p> <p>DRC INSIGHT cannot retrieve the configuration profile associated with this device because it cannot find the Device Toolkit ORG Unit ID. The ORG Unit ID was entered incorrectly, was deleted, or was not assigned to this device.</p> <p>Click Assign Device to ORG Unit to enter the correct ORG Unit ID, or click Cancel to end the process.”</p>	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> • Testing device has not been registered in an ORG Unit in the COS - Device Toolkit • The ORG Unit ID provided to the device (e.g. via configuration file) was invalid • Testing device has been removed from an ORG Unit in the Device Toolkit 	<p>Ask your technology coordinator for assistance with the following:</p> <ul style="list-style-type: none"> • The testing device must be assigned a valid ORG Unit ID. • Verify that the ORG Unit ID (all numeric) is correct • Click “Assign Device to ORG Unit” button to manually assign an ORG Unit IDClick “Cancel” to enroll the device another way such as distributing a configuration file via MDM software.
<p>Error Message Text/Screen</p> <p>“<Operating System> is not supported by DRC INSIGHT</p> <p>Please raise your hand and wait for help.</p> <p>Message to Test Administrator:</p> <p>The version of the operating system on this testing device is not supported by the DRC INSIGHT team.</p> <p>Please contact DRC Support if you have questions.</p> <p>Select Exit to return to the Test Sign In page.”</p>	

Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> The client machine operating system is no longer supported by DRC INSIGHT 	<ul style="list-style-type: none"> All testing devices must have operating systems included among those listed in the Supported System Requirements documentation.
<div> <p>Error Message Text/Screen</p> <p>“Your client is out of date Please raise your hand and wait for help. Message to Test Administrator: Your session has been ended because your client is out of date. We will now attempt an upgrade.”</p> </div>	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> The INSIGHT application on the device is not the most current version and needs to be upgraded 	<p>Ask your technology coordinator for assistance with the following:</p> <ul style="list-style-type: none"> On Windows, Mac and Linux client machines, click the “Upgrade” button on the error screen to download and upgrade INSIGHT software on the device. On iOS, ChromeOS, and Android devices, click the “Cancel” and follow the instructions in the Technology User Guide for updating INSIGHT on that device platform. NOTE: ChromeOS devices will automatically update INSIGHT software as new versions become available.
<div> <p>Error Message Text/Screen</p> <p>“Your client failed the Readiness Check Please raise your hand and wait for help. Message to Test Administrator: Your session has been ended because your client is not supported. Please click the OK button to proceed. It is possible that the browser that you are using is unsupported. Please download the latest version of Chrome.”</p> </div>	

Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> INSIGHT was unable to contact all system resources needed for testing including DRC servers, Device Toolkit, and/or TSM INSIGHT has detected an unsupported client (e.g. the user is attempting to log in to a secure test while in a browser other than INSIGHT or the user is attempting to log into to an OTT using an older version of Chrome or other non-supported browser). 	<p>Ask your technology coordinator for assistance with the following:</p> <ul style="list-style-type: none"> Verify client access to the Internet Verify user is using INSIGHT for secure testing Verify that user is using current version of Chrome browser or INSIGHT for Online Tools Training.
<div data-bbox="207 630 1408 1144"> <p>Error Message Text/Screen</p> <p>“TSM Connection Error during Readiness Check</p> <p>Please raise your hand and wait for help.</p> <p>Message to Test Administrator:</p> <p>This computer cannot connect to the Testing Site Manager (TSM).</p> <p>The connection must be established or the TSM removed prior to testing.</p> <p>If this is the first time you are seeing this message, please try connecting again.</p> <p>Please contact your local IT staff to verify network and TSM connections are working. The can contact DRC Customer Support if they need additional help to resolve the matter.”</p> </div>	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> INSIGHT client is unable to contact the TSM or COS device during the Readiness Check. COS or TSM may be unresponsive Network failure or latency may result in this error 	<ul style="list-style-type: none"> Click OK button and re-launch INSIGHT <p>If the problem persists, contact technology staff and ask that they</p> <ul style="list-style-type: none"> Verify that the COS or TSM is responding Verify that network infrastructure is not over-loaded (e.g. wireless access points) Verify that the client device can connect to the COS or TSM server (e.g. open the TSM management page in a browser on the client device or check COS status in Central Office dashboard).

Upon logging in	
<p>Error Message</p> <p>“Please raise your hand and wait for help.”</p> <p>“Message to Test Administrator:</p> <p>The device’s operating system has been updated, and is in the process of being certified by DRC.</p> <p>The DRC INSIGHT application should perform as intended, but if you have questions, please contact your Technology Coordinator.</p>	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> The client Operating System is newer than those explicitly supported by DRC INSIGHT. In general, DRC software applications offer Best Effort Support of new versions of an operating system within one month of public availability of the new version and Full Support within three months of public availability of the new version, or by the next release date of the DRC application, whichever duration is greater. 	<ul style="list-style-type: none"> Users are advised that their Operating system is not yet fully supported but they are able to continue testing. User can click the “Continue” button to begin testing or click the “Exit” button to leave INSIGHT.
<p>Error Message Text/Screen</p> <p>“WBTE Version Error</p> <p>Please raise your hand and wait for help</p> <p>Message to Test Administrator:</p> <p>The testing software on the DRC server has been updated since you last logged in – a more current version is available.</p> <p>To update your software to the latest version (required), click OK and log in again.” This device is using <Operating System version>”</p>	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> The Web Based Testing Engine (WBTE) software loads into the INSIGHT app when the user navigates to the login page. This error appears when the version of the WBTE currently loaded in the INSIGHT app is not the most current. 	<ul style="list-style-type: none"> Click “OK” on the error screen to reload the WBTE and return to the login screen. Exiting INSIGHT when not actively testing will avoid this error

Login screen	
Error Message Text/Screen “Invalid Username or Password. Please try again”	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> Username is incorrect Password is incorrect 	<ul style="list-style-type: none"> Verify that Username and Password are correctly entered.
Error Message Text/Screen “Connection to server failed. Please contact administrator”	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> INSIGHT is unable to connect to DRC servers to validate the login. 	<ul style="list-style-type: none"> Verify that the device has an active connection to the Internet
During the test	
Error Message Text/Screen “TSM Connection Error – Responses May Be Stored Please raise your hand and wait for help. Message to Test Administrator: Error Message <error message> This computer can no longer connect to the Testing Site Manager (TSM). The connection must be restored before the student can continue testing. Please contact your local IT staff to verify network and TSM connections are working. The can contact DRC Customer Support if they need additional help to resolve the matter.”	
Likely Cause(s)	Action to Take
<ul style="list-style-type: none"> A request to the TSM (e.g. request for an audio file or an attempt to send a student response was unsuccessful. Three primary scenarios: Network latency/failure TSM content is not up to date TSM is not responsive 	Ask Technology staff to <ul style="list-style-type: none"> Verify that the TSM is running and responsive by checking the TSM management page. Verify that the content on the TSM is up to date. Verify that network infrastructure is not over-loaded (e.g. wireless access points) Verify that the client device can connect to the TSM (e.g. open the TSM management page in a browser on the client device).

Error Message Text/Screen

"Internet Connection Error

Message to Test Administrator

There has been an interruption in Internet connection.

The student may be moved to another computer to continue testing.

If this error persists, contact your local IT staff to verify network and Internet connections are working. They can contact DRC Customer Support if they need additional help to resolve the matter."

Likely Cause(s)

- INSIGHT has been unable to complete a transaction with DRC servers over the Internet.
- Network interruption or latency, Server error or other service problem.

Action to Take

- If the student machine displaying error is the only one with this problem, having the student switch machines may help. If the problem is happening more widely, contact technology staff to verify network and Internet connections for latency and interruptions.
- If network and Internet connections are working, consult the [WI System Status](#) website for information INSIGHT system issues

After clicking the "Upgrade" button on error screen

Error Message Text/Screen

"Download of Upgrade Failed

Please raise your hand and wait for help.

Message to Test Administrator:

Your upgrade failed because the download was unsuccessful."

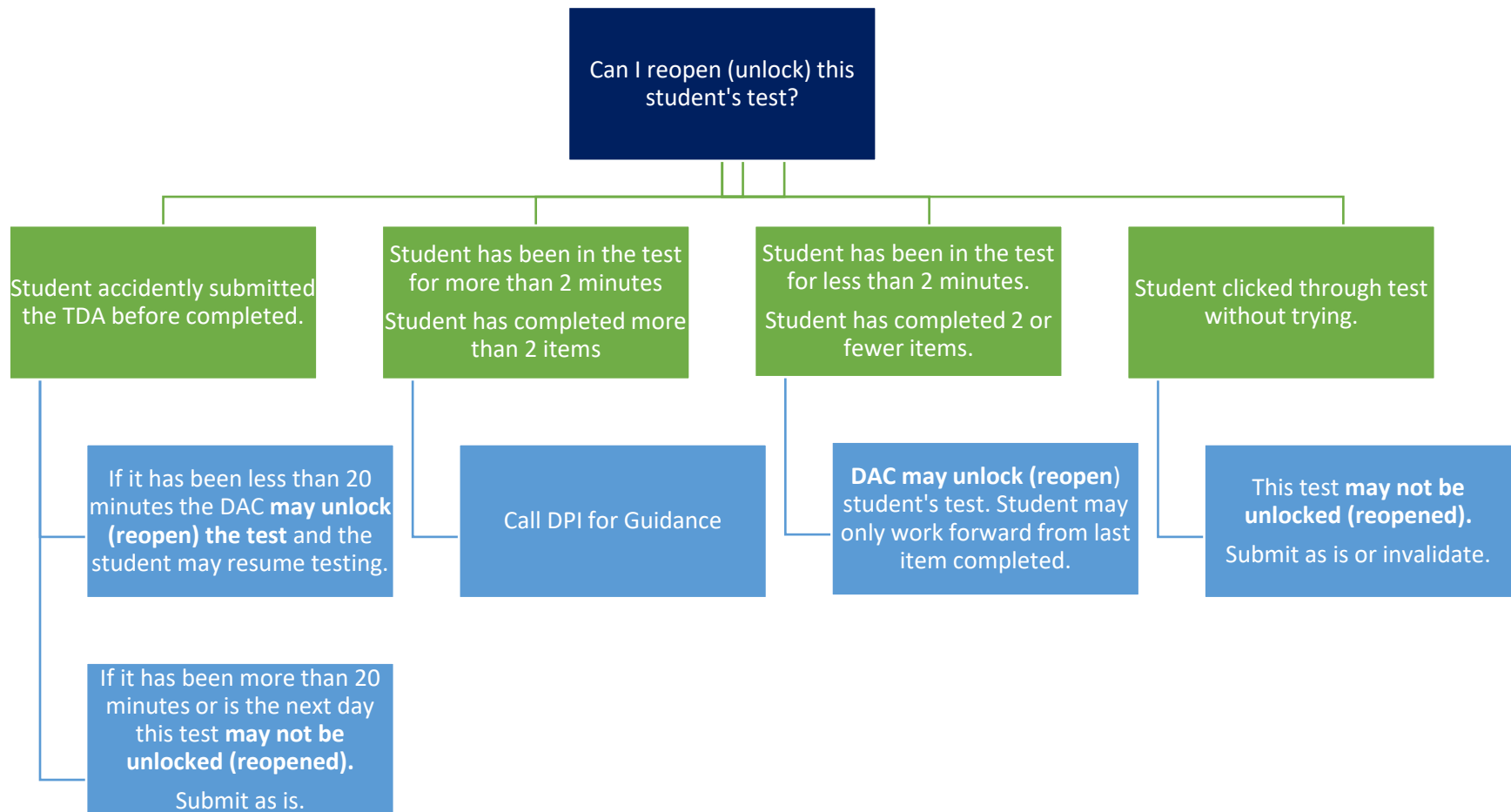
Likely Cause(s)

- INSIGHT is unable to contact DRC servers to download upgrade package.
- User clicked "Upgrade" on iOS, ChromeOS, or Android device.
- Installed version of INSIGHT does not support "Upgrade" to new version

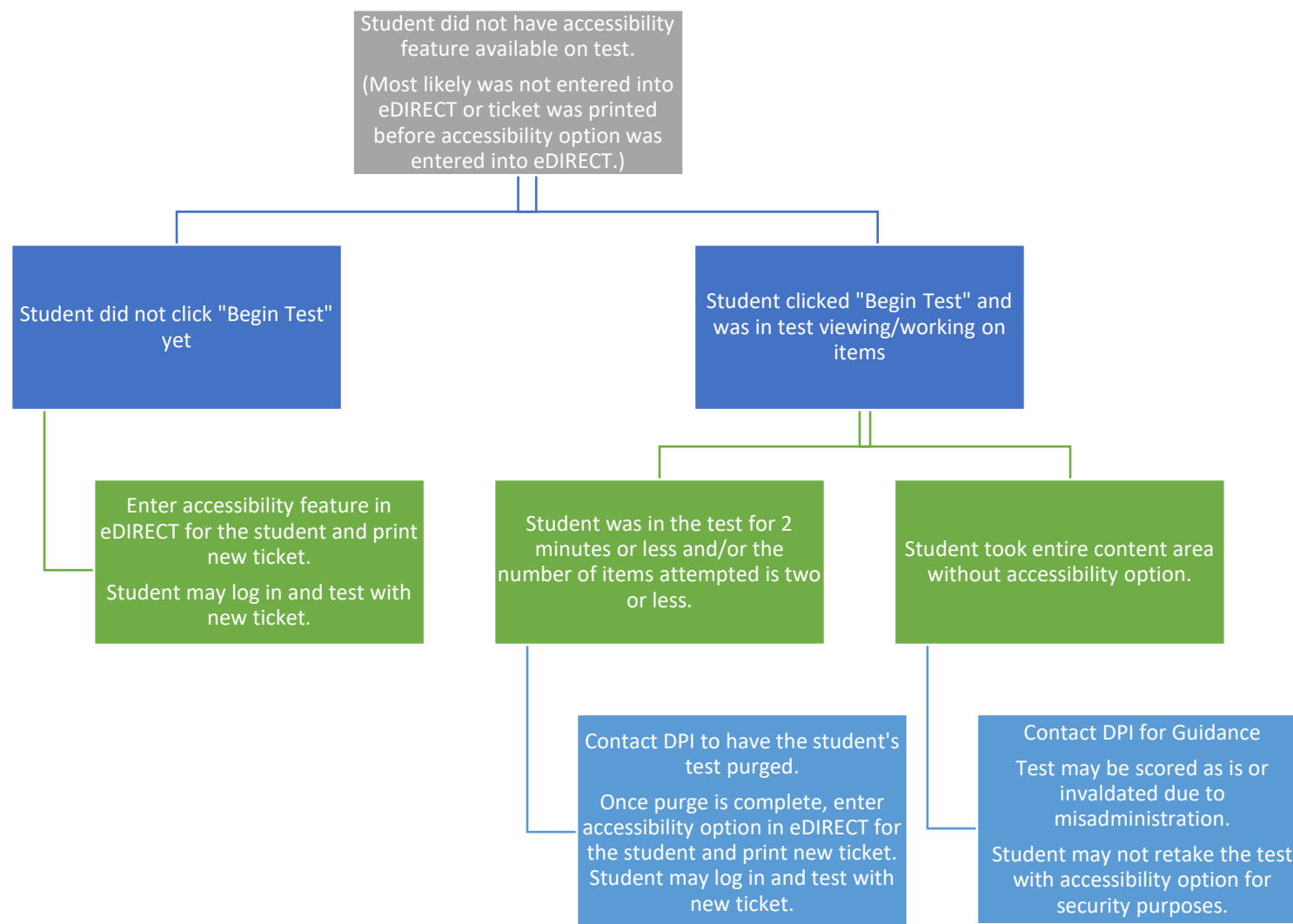
Action to Take

- Ask your technology coordinator for assistance with the following:
- Verify client connection to Internet
 - If updating on iOS, ChromeOS, or Android device, consult Technology User Guide for steps
 - Uninstall INSIGHT manually from client by launching Uninstaller from the installation directory then download and install the current version of INSIGHT from eDIRECT.

APPENDIX E: DECISION TREE FOR UNLOCKING A STUDENT'S TEST



APPENDIX F: DECISION TREE FOR A STUDENT WHO DID NOT HAVE ACCESSIBILITY FEATURE AVAILABLE DURING TESTING



APPENDIX G: ACCESSIBILITY FEATURES AND ABBREVIATED CODES

Abbreviation	Description	Accommodation / Designated Support	Embedded / Non-Embedded
CC	Color Choices	Designated Support	Embedded
CTC	Contrasting Color	Designated Support	Embedded
RC	Reverse Contrast	Designated Support	Embedded
MSK	Masking	Designated Support	Embedded
ST	Stacked Translations (Spanish)	Designated Support	Embedded
TTS	Text-to-Speech	Designated Support	Embedded
AD	Amplification Device	Designated Support	Non-Embedded
BD	Word-to-word Bilingual Dictionary	Designated Support	Non-Embedded
CO	Color Overlay	Designated Support	Non-Embedded
MAG	Magnification	Designated Support	Non-Embedded
NB	Noise Buffers	Designated Support	Non-Embedded
RA	Read Aloud	Designated Support	Non-Embedded
SC	Scribe	Designated Support	Non-Embedded
SS	Separate Setting	Designated Support	Non-Embedded
SGT	Small Group Translation	Designated Support	Non-Embedded
TI	Translator / Interpreter	Designated Support	Non-Embedded
VSL (ASL)	Video Sign Language	Accommodation	Embedded
C CAP	Closed Captioning	Accommodation	Embedded
TTS (PSGS)	Text-to-Speech	Accommodation	Embedded
AB	Abacus	Accommodation	Non-Embedded
ARO	Alternate Response Options	Accommodation	Non-Embedded

Abbreviation	Description	Accommodation / Designated Support	Embedded / Non-Embedded
BRL	Braille	Accommodation	Non-Embedded
NEC	Calculator	Accommodation	Non-Embedded
LS	Listening Scripts	Accommodation	Non-Embedded
MT	Multiplication Table	Accommodation	Non-Embedded
POD	Print-on-Demand	Accommodation	Non-Embedded
RAP	Read Aloud	Accommodation	Non-Embedded

GLOSSARY

Accommodations	Changes in procedures or materials that increase equitable access during the Wisconsin Forward Exam. Assessment accommodations allow students to access assessment content to show what they know and can do. Accommodations are available for students with documented Individualized Education Programs (IEPs) or 504 Plans.
Break/Pause	Action taken by a student or Test Proctor to temporarily halt the test during any part of the test, as needed. The online assessment provides an opportunity to pause the test for up to 20 minutes.
Designated Supports	Accessibility features of the assessments available for use by any student for whom the need has been indicated by an educator (or team of educators working with the parent/guardian and student).
District Assessment Coordinator (DAC)	Designated district staff member who is responsible for overseeing the implementation of the Forward Exam. The DAC can upload, add, modify, and remove student records and is responsible for ensuring all school-level test administrators have received adequate training on test administration, test security, and testing policies/practices.
eDIRECT	The Wisconsin Assessment Program Portal—from which district personnel will manage the assessments.
eDIRECT Test Session	A grouping of students in eDIRECT that are assigned to the same test. Sessions can be large (for instance, all 3 rd grade students at a school who are taking the ELA test may be grouped into one “Grade 3 ELA” test session), or sessions can be broken up by students who will be taking the same test at the same time. All students must be enrolled in a test session for each subject area tested.
INSIGHT	INSIGHT is the secure, browser-based test engine for the Wisconsin Forward Exams.
Item	A test question or stimulus presented to a student to elicit a response.
School Assessment Coordinator (SAC)	Designated school staff member responsible for monitoring the test schedule, process, and test administrators /proctors (TA). SACs are also responsible for ensuring the TAs have been appropriately trained and that testing is conducted in accordance with the test security and other policies and procedures.
Session	A part of a test requiring a login using a test ticket. ELA tests are broken into four sessions. Math, science, and social studies tests are broken into two sessions.

Universal Tools

Available to all students based on student preference and selection.

WISEid

Districts use WISEids instead of names to submit data about student educational progress.